



Lethbridge College provides high quality, innovative programs and services enabling learners to achieve their educational and career goals.

**CJP157
PRELIMINARY RESPONSE & INVESTIGATION**

**COURSE OUTLINE
WINTER 2011**

Centre: Health, Justice, & Human Services
Dean: Jane Friesen
Chair: Marty Thomsen, School of Justice Studies

Program: Policing Diploma

Instructor(s): Bruce Macdonald
AN1728A
329-7277 (W)
bruce.macdonald@lethbridgecollege.ca

Ken Taylor
AN1729A
320-3296 (W)
ken.taylor@lethbridgecollege.ca

Class Time:

Section 1 – Wednesday & Friday (10:00-11:20 a.m.) – TR1909 (Taylor)
Section 2 – Mon. (2:00-3:20 pm) & Fri. (12:30-1:50 pm) – TR1909 (Taylor)
Section 3 – Tuesday & Thursday (10:00-11:20 a.m.) – TR1909 (Macdonald)
Section 4 – Tuesday & Thursday (12:30-1:50 p.m.) – AN1690 (Taylor)
Section 5 – Monday & Wednesday (8:30-9:50 a.m.) – TR1909 (Taylor)

Credit Value: 3

Pre-requisites: None

Co-requisites: None

Course Description:

This course is the first of three that emphasizes the investigative nature of the criminal justice field. Learners will describe the roles and responsibilities as a first responder to a variety of crime scenes or emergency situations. The appropriate means to preserve, collect and package various types of evidence will be examined. Equivalent to CJP170.

Course Outcomes:

Part 1

Module 1

- Describe the major goals of a criminal investigation and what functions investigators perform.
- describe and apply the components included in an investigative plan using the problem solving model CAPRA.

Module 2

- identify the internal and external support services available to the primary responder.

Module 3

- identify the procedures for taking complaints from dispatch and in person from complainants and victims, using police communication devices and telephone.

Module 4

- Discuss the advantages of the Media Liaison Officer
- Explain the steps in preparing a media release

Module 5

- explain the concepts involved in traffic safety and enforcement

Module 6

- describe the process for investigating a motor vehicle collision

Module 7

- explain the process of vehicle searches

Part 2

Module 8

- discuss the statute requirements for crime scene preservation
- explain the process for entering and leaving a crime scene

Module 9

- explain the process for photographing a crime scene
- explain the requirements for presenting photographs and drawings in court
- explain the differences between field sketches and formal drawings

Module 10

- demonstrate the proper process for handling exhibits, including seizing, marking and recording exhibits.
- Explain the difference between real and secondary evidence.

Module 11

- Explain the process for room and building searches

Module 12

- Discuss the requirements for sudden death investigations
- Discuss the Notification of Next of Kin (NOK)
- Prepare a Sudden Death Report using police forms

PART 3

Module 13

- Explain the steps in receiving a bomb threat complaint
- Explain the process in responding to a bomb threat
- Demonstrate a bomb threat response

Module 14

- Discuss the requirements for responding to a armed and/or barricaded subject
- Discuss the difference between a barricaded person and a hostage situation
- Explain the steps in responding to a barricaded subject
- Explain the steps in responding to a hostage situation

Module 15

- Discuss the issues related to civil and criminal liability related to police investigations
- Explain the concept of risk assessment

Module 16

- Discuss the benefits of Victim Services Units (VSU)
- Explain the types of investigations where VSU could be called to assist

Module 17

- Discuss the importance of the Employee Assistance Programs (EAP)
- Discuss the psychological and emotional concerns related to the police culture

Course Content (order is subject to change during the semester)

Part 1

- Class 1 Introduction – Expectations – Course Outline
- Class 2 Pre-shift Preparation
- Class 3/4 Taking the Call / Support Services (incl. Dispatch) / Officer Response
- Class 5 Media (guest presenter or video), media releases
- Class 6 Motor Vehicle Accidents
- Class 7/8 MVA Scene Management
- Class 9 Vehicle Searches & video
- Class 10 **Part 1 Exam**

Part 2

- Class 11 Crime Scene Preservation
- Class 12 Photographs & Drawings
- Class 13 Seizure of exhibits & practical exercise
- Class 14 Building Searches & video
- Class 15 Building Searches
- Class 16 Sudden Death & Practical Exercise
- Class 17 Sudden Death – Work Day
- Class 18 **Part 2 Exam**

Part 3

- Class 19 Bombs & Explosives
- Class 20 Bomb Threats & Hoaxes
- Class 21 Armed & Barricaded Persons
- Class 22 Hostage Situations (Pockington video)
- Class 23 Critical Incident Stress Debriefing (CISD) & EAP - Managing Lifestyle
- Class 24 Victim Services Unit (VSU) – Guest Speaker
- *Class 25 Civil Liability & Risk Assessment **or** Hazmat/Crowds & Riots

Part 3 Exam This exam will be scheduled during Exam Week.

*Time permitting

Work Based Experience:

- Experiential Learning
- Minimum 10 hours
- On-Site
- There may be in class exercises regarding building/room searches, and death investigations.
- Due to the schedules or availability of some guest presenters, **classes may be rescheduled outside of the regular class times and/or day.** These may include, but not restricted to, Media, MVA Scene Management and Victim Services Unit. Learners will be given advance notice in order to accommodate their personal schedules/commitments. Attendance is **mandatory**; there is no alternative or substitution assignment to receive these marks.
- There will be practical exercises where students are required to take notes from videos and guest presenters, as there are exam questions related to them.

Required Text(s) and Materials:

Text: None

Lessons may be supplemented with handout materials or resources posted to Angel.

You must have access to the LC Angel learning management system. Marks, some assignments and supplemental notes will be posted to Angel.

Assignment/Activity/Exam List, and Value of Each

Exam #1	25%
Sudden Death Report.....	10%
Practical Exercise	5%
Media.....	5%
Exam #2	25%
Victim Services	5%
Exam #3	25%
TOTAL.....	100%

The exams are non-cumulative.

Assignments are due in class on the date specified. Late assignment will only be accepted in exigent circumstances, with prior approval from the instructor. Review the *Learner Responsibilities* section of this course outline for further information regarding exams and assignments.

All learners must write the exams in the assigned classroom, on the date set. Failure to be tested will result in a "0" mark being recorded unless there is a valid and acceptable reason for missing the test. Illness, court requirements, job interviews or practicum will be accepted as reasons to miss an exam. Exam #3 will be written during Exam Week.

Other Learning Resources:

Supplemental Material (are subject to examinations)

- IACP Training Keys
- Handouts given by instructor
- In-class Videos
- Guest presentations
- Angel
- Suggested Readings

Instructor's Teaching and Learning Styles (Practices):

- Lecture
- Class Participation and Discussion
- Learners are encouraged and expected to follow current events in policing from the various news media in order to participate in classroom discussion.

Electronic Devices:

In the spirit of respect for the learning process, students are required to turn off all electronic devices (including cell phones, IPODS, and laptop computers that are not used for taking class notes) during classes. In case of emergency situations, students are to discuss this with the instructor ahead of time.

Note:

Learners may not use any audio, video or telecommunication devices to record any portion of this course, including the instructor's lectures. The use of laptops and similar devices should be used responsibly and only for activities related to this course. If this policy is not adhered to, the instructor has the right to limit the student's in-class accessibility to the device.

Grading System:

GRADES	GRADE POINTS	INTERPRETATION
A+	4.0	Excellent (97-100%)
A	4.0	Excellent (93-96%)
A-	3.7	Excellent (90-92%)
B+	3.3	Good..... (87-89%)
B	3.0	Good..... (83-86%)
B-	2.7	Good..... (80-83%)
C+	2.3	Satisfactory (77-79%)
C	2.0	Satisfactory (73-76%)
C-	1.7	Satisfactory (70-72%)
D+	1.3	Minimal Pass (65-69%)
D	1.0	Minimal Pass (60-64%)
F	0.0	Fail (0-59%)

Course Work Used as Examples:

Should your instructor wish to use your work in future educational purposes, you will be asked to complete and sign a Student Release Form, authorizing both the instructor and/or the College to use your course work. This form, along with a copy of your work, is retained in the official copyright files located in the College's Intellectual Property Office. If you have any questions regarding Copyright and/or Intellectual Property, please contact the Intellectual Property Office.

Retention of Assignments and Exams:

Examinations / assignments NOT intended to be returned to students will be retained for at least one year from the end of the term. Examinations / assignments intended to be returned to students but are not picked up by students will be retained to the end of the final grade appeal period. After the appropriate retention period, records will be destroyed in a secure manner.

Learner Responsibilities:

1. Learners are responsible for meeting course outcomes as outlined by the instructor, for completing tasks and submitting assignments by stated deadlines.
2. Regular and punctual attendance in class is an obligation assumed by every learner at the time of registration. If you do miss class, you are responsible for obtaining notes, handouts and other information discussed in class from your classmates.
3. It is the learner's responsibility to complete and submit work on time so last-minute typing/computing/printing/personal problems will not make submissions late. If learners know they will be absent for an assignment or test, college policy requires them to **complete the work in advance**.
4. Regular and punctual attendance is an obligation assumed by every learner. Poor attendance reflects a poor attitude and disregard for other role players. Learners who are habitually late may not be admitted to class once it has begun and will also be marked as absent from that class.
5. Learners must access and use the Lethbridge College email and Angel course support.
6. Exams are to be written in the classroom at the time and date provided by the instructor and/or the Final Exam Schedule. Assignments/papers are due on the date, time, and location as specified by the instructor. Learners who fail to submit assignments and/or write exams according to the specified requirements, forfeit their opportunity to be eligible for the assigned mark. Failure to attend on dates scheduled for exams or in-class assignments may result in a "0" grade for that exam or assignment. Discretion is allowed to the instructor if the learner contacts the instructor **prior to the exam** and alternative arrangements are made. Alternate test dates will only be made in exigent circumstances, on an individual basis. Marks, once posted on Angel, will not be changed after seven days, except for transcription errors by the instructor.

Supplemental Examination:

Not available for supplemental examination.

Academic Honesty:

Academic Honesty is necessary to achieve excellence. Lethbridge College supports and demands academic honesty in all academic learning activities.

Plagiarism is a serious offence and will be handled in accordance with the Students Rights and Responsibilities Policy 3.12.

Lethbridge College uses plagiarism detection software such as Turnitin.com. Students should be aware that if their paper is submitted to a plagiarism detection service, a copy of their paper is retained as a source document in its reference database. As the author, the student retains ownership of the paper submitted.

Always turn in original work and be careful to cite sources for information derived from other writers. Even paraphrased text must credit the original author. You are accountable for furnishing upon request all sources and preliminary work (such as notes and rough drafts) as well as a list of all individuals you consulted in preparing assignments. If you cannot produce these written materials upon request, you cannot receive a satisfactory evaluation on the assignment.

As a member of the academic community, you have the ethical obligation to understand plagiarism and to be as honest as you can about using another person's writing or ideas. If you have any questions regarding plagiarism, please ask.

Note:

- **Address all emails to the instructor via their college email address, not through the Angel course system.**
- **Learners are encouraged to check their college email on a regular basis for messages from their instructor or for program announcements.**
- **The instructor has the discretion to assign seating.**
- **Do not bring food into the classroom; covered drinks are acceptable.**
- **Please be respectful of other learners and instructors by not using excessive colognes, perfumes and fragrances. "No scents makes sense."**
- **Tobacco products cannot be used in LC campus buildings. This includes smokeless tobacco products such as chewing tobacco.**